



“FILM IN MONMOUTH”

MAJOR and LIMITED FILM PRODUCTIONS: PERMIT APPLICATION

1. Contact information

Production Company:

Name:

Address:

Website:

Contact Name:

Phone Number:

Email:

Person Filling out the Permit Application:

Check here if same as above, otherwise continue below:

Name:

Title:

Address:

Phone Number:

Email:

Person in Charge On-site:

Check here if same as above, otherwise continue below:

Name:

Title:

Phone:

Email:



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2. Production Type

Select one of the following:

Major Production

Limited Production

3. Requested Filming Location Details

Location/Site:

Filming Date(s) & Time(s):

Alternate/Rain Date(s)/Time(s):

Production Hours: From: To:

Number of people on site for production:

4. Filming Activities and Location Details

Brief description of the scene(s) to be filmed: (100-word limit)

Would the proposed scene(s) reasonably require a trigger or content warning for a particularly sensitive population group? Examples could include child abuse, neglect, abandonment, extreme poverty, domestic violence, sexual abuse or attempted sexual assault, murder, suicide, torture, gun violence, etc.

Yes or No

If yes, briefly describe: (100-word limit)



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Is there the potential for disruptions to the public caused by filming at this location such as noise, light, odor, street closure(s), traffic, idling vehicles, public access closures, building or facility closures, business/commerce disruptions, special event interference, etc.?

Yes or No

If yes, briefly describe: (100-word limit)

Location of staging areas or other production support sites associated with request: (100-word limit)

Will live animals be used in filming? If so, how many of each type of animal? (100-word limit)

Will pyrotechnics or firearms will be used in filming? Yes or No

If Yes, the Monmouth County Sheriff Office and local law enforcement agencies shall be notified in accordance with the Film in Monmouth Code of Conduct. (See #6. Attestations)

Will there be a local casting call for extras? Yes or No

If yes, please provide location, date(s), time(s).



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5. On Site Conditions (See Film in Monmouth Code of Conduct for more details)

Will there be a need for Monmouth County Park System (MCPS) Ranger or County Sheriff Officer on site to assist with road closure, direct foot and roadway traffic, public liaison, etc.? Yes No

Will private security be used on the site? Yes No

Electrical Source to be used:

Electrician's Name:

Address:

Phone:

Email:

Is notification of filming required to be made to local government or law enforcement in accordance with the Code of Conduct for either of the following reasons? Yes No

1. The production intends to use firearms and pyrotechnics.
2. The production may affect, impact, or involve a non-county property or municipal facility.

6. Attestations

I have read, understand, and agree to all the conditions of the Monmouth County Film in Monmouth Code of Conduct that apply to Major and Limited Film Productions.

I attest that the Notice of Filming and notification requirements as a condition of receiving a Film in Monmouth Permit will be satisfied.

I attest that the production will comply with all public health, safety, nuisances laws and standards.

I am requesting a Permit Discount (10%) for offering a special thanks to the Monmouth County Board of County Commissioners and placing the Film in Monmouth Logo in the final credits. In addition, if a county park is used, the Monmouth County Park System as logo as well.



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7. Production Waiver

Identify the specific Code of Conduct Waiver you are requesting and provide a reason for this request. (100 word limit)

8. Uploads

- Staging plan (major productions only)
- Impact abatement plan (major productions lasting more than five (5) days)
- Certificate of Insurance (See # 10)

9. Permit Fee (Production Fee & Refundable Surety Deposit)

The Approving Agent (Clerk of the Board) will review your submission and determine if additional information is required. Once all required materials are received, and if approved, a FIM Permit Fee (Production Fee plus a refundable Performance Surety Deposit) will be calculated. Receipt of the FIM Permit Fee must be submitted to the Approving Agent prior to issuance of the FIM Permit.

10. Insurance Certificate

A copy of the Certificate of Insurance for \$1 million citing "Monmouth County, its officers, and employees are included as additional insureds" must be submitted and received by the Approving Agent (Clerk of the Board) prior to issuance of the FIM Permit.

11. Issuance of the FIM Permit

Once the FIM permit fee and the Certificate of Insurance is received, the Approving Agent will sign and issue the FIM permit prior to the start of production.

Production may not begin until the permit has been issued by the Approving Agent.



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Note: The FIM Permit must be available on-site during production.

Disclaimer: Eligible filming locations designated by the County are public facilities owned, operated, or managed by the County and are used to conduct official government business, deliver programs and services to the public—including services for minors—or serve as workplaces for government employees. Accordingly, any permit issued for filming at such locations is conditioned upon the Permittee ensuring that the content is reasonably consistent with community standards, expectations, and lawful uses associated with these civic facilities, their intended governmental function, and public purpose. Furthermore, the County reserves the discretionary authority to deny, condition, or revoke a permit for a Permittee's noncompliance with the Film in Monmouth Code of Conduct.

Email to: FilmInMonmouth@co.monmouth.nj.us

Permit applications may also be submitted in person during normal business hours (M-F, 8:30 a.m. to 4:30 p.m., excluding holidays):

Monmouth County Clerk of the Board of County Commissioners
Hall of Records
1 East Main Street, Freehold, NJ 07728
732-431-7387

